

**IMPORTANT INFORMATION FOR REALTORS, BUYERS AND SELLERS OF PROPERTY IN THE CITY OF HARRISBURG**

- 1) **When you request a Buyer's Notification in the Bureau of Codes, you will be provided with the following forms: Any question regarding these forms, please call (717) 255-6553.**

- (a) The Purchaser's Certificate of Receipt
- (b) The Flood Plain Certificate

Commercial properties only need the Flood Plain Certificate.

- 2) **When you order a City Settlement Sheet in the Bureau of Operations and Revenue, you will be provided with the following forms. These forms MUST be returned to the Bureau of Water at Dr. Robert E. Young Water Services Center, 100 Pine Drive, Harrisburg, PA 17103 at time of SETTLEMENT:**

- (a) The Water Service Termination (seller): Insures that the seller will not be held responsible for any water, sewer, and sewer maintenance charges accrued after the sale of the property. The completed form and **check or money order for \$25.00** made payable to the City Treasurer must be sent to the Bureau of Water. This also applies for sellers selling a property on a sales agreement.
- (b) The Water Service Application (buyer): Insures that water service will be available at the property and with no interrupted service. Buyers purchasing a property on a sales agreement are required to complete if, as a condition of that sales agreement, the buyer is responsible for water, sewer, and sewer maintenance

**THESE FORMS ARE NOT REQUIRED FOR VACANT LOTS OR PROPERTIES WITH NO METERS**

- 3) There is a **\$50.00** fee per parcel for ordering a City Settlement Sheet. The Bureau of Operations and Revenue will accept payments such as made by check or money order. If payments are made by cash or credit card the payment must be paid at the City Treasurer's Office to obtain a receipt, then should be brought to the Bureau of Operations and Revenue.
- 4) A **meter reading** must be provided no sooner than one week prior to settlement to insure that water, sewer, and sewer maintenance charges attributable to the seller are accurately calculated and satisfied at settlement. A new gallon meter must be installed in the property, if not, call the Bureau of Water at (717) 238-8566 for an appointment.
- 5) Although Settlement Sheets are normally prepared within 4 hours, there are several days during the month that the processing of Settlement Sheets may be delayed. This normally occurs around the 20<sup>th</sup> or 21<sup>st</sup> of each month when we are in the process of printing the monthly billing.
- 6) **The following forms must be completed, signed and returned in order for a Settlement Sheet to be released:**
- (a) The Purchaser's Certificate of Receipt (signed by buyer)
  - (b) The Flood Plain Certificate (signed by seller/real estate agent and buyer)
- 7) **Requests for City Settlement Sheets cannot be processed if:**
- (a) No valid meter reading is supplied.
  - (b) There is no meter in the property (this is noted on your Buyer's Notification Report to give you ample opportunity to have a meter installed).
  - (c) The meter is malfunctioning as evidenced by the meter reading provided. In these circumstances, the Bureau of Water personnel must be contacted to inspect and/or replace the meter if necessary which could significantly delay the processing of the settlement sheet. This includes properties that are vacant and/or rehabilitated prior to occupancy.
  - (d) The appropriate forms are not returned.

Recycle Bins must be obtained in the City Treasurer's Office in Room 103 of the M.L. King, Jr., City Government Center. If you are purchasing a newly constructed property, there is no charge for the bin; otherwise, the charge is \$5.00.